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ABSTRACT

The worktext was developed, as part of Project SPAN (Start Planning Ahead Now), for the use of junior high school students. Its purpose is to help them assess their personal attributes and qualities and understand how they relate to future employability and how they can help in the selection of vocational goals. Emphasis is placed on the development of personal traits. It presents factual pre-occupational information and provides activities that will aid the students in evaluating themselves. The latter part of the worktext provides some information and practice activities that the student, as a future job hunter, should begin to learn: securing a social security card, filling out an application form, and how to respond during an interview. (Author/EC)

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BE EMPLOYABLE
START PLANNING AHEAD NOW!

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A Career Development Worktext
for
Junior High School Students

CE 004 046

Department of Instruction
Division of Vocational Education
Memphis City Schools
1971

FOREWORD

This worktext has been developed for the junior high school student. Its purpose is to help young people assess their personal attributes and understand how they relate to future employability. The book aims to present factual pre-occupational information and provides activities that will aid the students in evaluating themselves.

Start Planning Ahead Now is for utilization in the junior high school component of the SPAN Project - An Accelerated Project for A Systems Program Approaching Non-Unemployment of Vocational Students. This exemplary project in Vocational Education is funded under Part D of Public Law 90-576, Project Number 0-361-0115 and Contract Number OEC-0-70-5181.

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A C K N O W L E D G E M E N T S

We would like to acknowledge, first of all, the assistance of Mrs. Elice Harris, Guidance Counselor at Humes Junior High School, for the help she gave in developing this worktext.

Credit is given to the following persons for their generous help and technical assistance in getting this book ready for press.

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TO THE STUDENT

This worktext, Start Planning Ahead Now, is written for YOU, the junior high school student. Its purpose is to help you discover your personal qualities and understand how they can help you in the selection of a vocational goal.

The emphasis is on the development of personal traits that will make you more employable no matter what career you choose. Each topic gives factual information about these qualities and an assignment which will help you to evaluate yourself.

The last part of the worktext gives some information and practice activities that you, as a future job hunter should begin to learn, such as, securing a social security card. Learning to feel out an application form, and how to respond during an interview will help you to develop poise and self-confidence.

TABLE OF CONTENTS

Foreword	i
Acknowledgment	ii
To The Student	iii
Start Planning Ahead Now	
Illustrations	1
What Is School For?	2
Assignment Page	3
How to Study	4
My Daily Schedule	6
Take a G-O-O-D Look at Yourself	7
Trail to a Happier You	8
Your Cleanliness	9
My Personal Habits	10
Other Health Habits	11
Get Enough Sleep	12
Eat the Right Foods	13
Eat the Right Foods (Chart)	14
My Food Record	15
Good Grooming	16
Are You Well-Groomed?	17
My Grooming Habits (Chart)	19
Personality and Behavior	20
Personality Rating (Chart)	22
Which Is The Real You?	23
Interests and Hobbies	25
Interests and Hobbies (Chart)	27
Interests and Hobbies (Chart)	28
Choosing Your Career	
What Are My Interests?	29
Interests Checklist	30
My Health - How Good Is It?	32
Some Job Requirements	34
What Are My Abilities?	35
How Well Do I Communicate?	37
Start Planning Ahead Now	39
The Application Blank	40
Words and Phrases to Know	41
Sample Application Blank	45

Social Security 47

Application for Social Security 48

My Job Study 49

The Interview 50

Other Words to Know 52

Where to Go ... Sources of Job Leads 53

START PLANNING AHEAD NOW

Take advantage of your education now, so you will be prepared to work toward the job or career of your choice later.

WHAT IS SCHOOL FOR?

School is for YOU: for helping you to be the most that you can possibly be; for helping you to develop qualities that will prepare you for the world of work.

If the saying "Money Talks" has any truth to it, then school is for helping you to earn more money. Statistics show that, generally, the more education you get the more money you'll make. For example, with a high school education you will earn about a hundred thousand dollars more in a lifetime than you would if you dropped out in the 8th grade. So school is for giving you an opportunity to make an investment in your future.

School is for a lot of other things:

ASSIGNMENT:

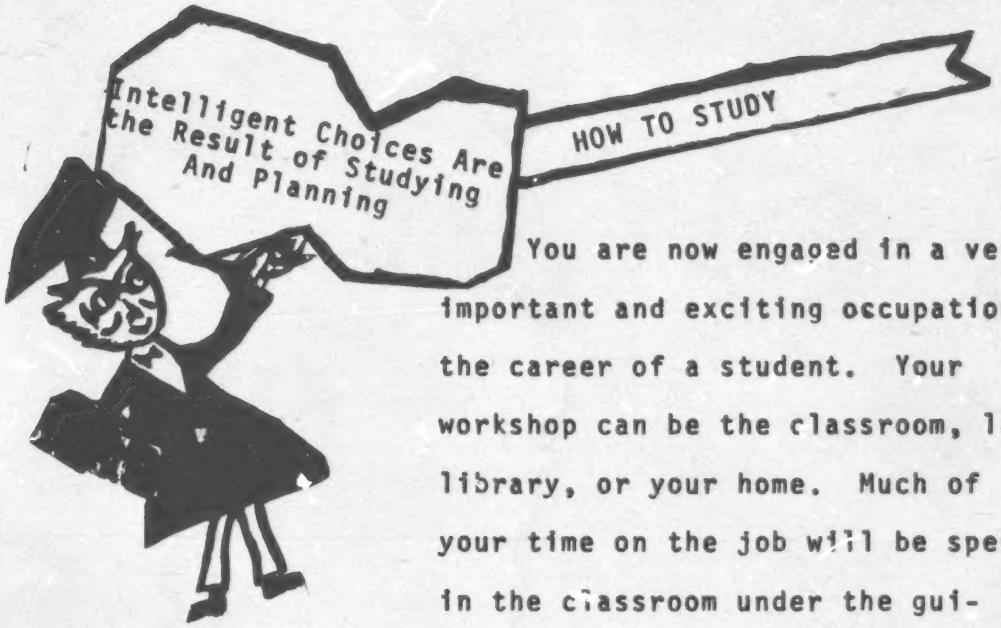
On the opposite page

1. Make a list of things that you think school is for.

2. List the personal attributes that you hope to acquire through your school experiences that will prepare you for a career.

I. I think school is for:

II. Qualities that I hope to acquire that will prepare me for a career:



You are now engaged in a very important and exciting occupation-the career of a student. Your workshop can be the classroom, lab, library, or your home. Much of your time on the job will be spent in the classroom under the guidance of a well-trained teacher. Through carefully planned lessons, you will be guided through a course of study. There will be times when you will become confused and discouraged. When this happens, remember that your teacher can be an invaluable friend who will help and advise you.

To have a successful career as a student, you must pay close attention as your teacher or another student discusses a topic. But just listening is not enough, you must think about what is being said so you can capture the main points of the lesson. Make notes of important ideas.

Although much of your time on the job will be shared with your teachers and classmates, a good-sized portion of your working time will be spent in homework assignments. This phase of your work requires the development of good study habits.

SOLITARY STUDY:

1. Select a quiet place.
2. Turn off the T.V. and turn down the radio.
3. Accept no phone calls.
4. Get supplies and assignment together.
5. Study at a time you can concentrate best.
6. Set aside extra time for special assignments.
7. Tackle difficult assignments first.

TACKLING AN ASSIGNMENT:

1. Get an overview of what you are expected to do.
2. Study with a pencil in hand to take notes.
3. Recheck your work when completed to fix the material in your memory.
4. About every half hour or so take a break.
5. Try to complete all assignments for a study period. You will go to class feeling confident.

EXAM TIME:

1. Start reviewing for a test early.
2. Go over your classnotes, textbook and homework assignments.
3. Concentrate on materials you find difficult.
4. Use a gimmick to assist your memory.*
5. Get a good nights rest before the test.
6. Read the directions and questions carefully.
7. Budget your time. Do not spend too much time on one question.
8. When you finish, reread your paper, checking it for possible errors.

My Daily Schedule:

Morning

Time Schedule

Time	Activity
6:00 - 7:00	
7:00 - 8:00	
8:00 - 9:00	
9:00 -10:00	
10:00 -11:00	
11:00 -12:00	

Afternoon:

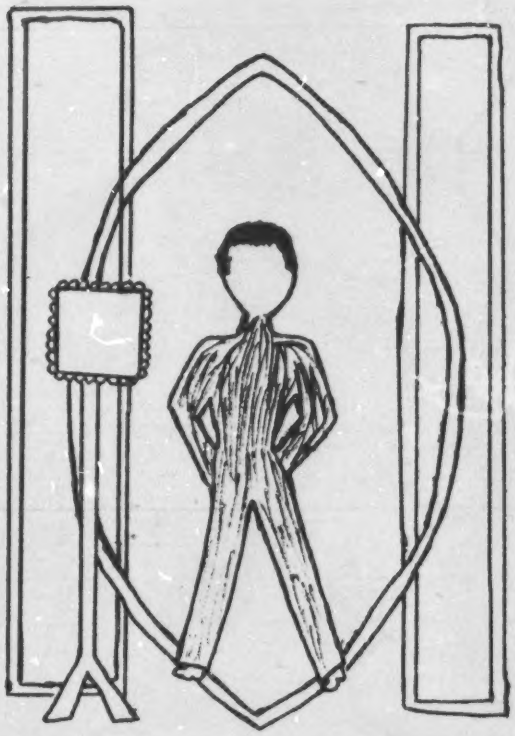
Time	Activity
12:00 - 1:00	
1:00 - 2:00	
2:00 - 3:00	
3:00 - 4:00	
4:00 - 5:00	
5:00 - 6:00	

Evening:

Time	Activity
6:00 - 7:00	
7:00 - 8:00	
8:00 - 9:00	
9:00 -10:00	

Assignment:

Plan a twenty-four hour schedule. Include time for leisure activities, home chores, and study period.



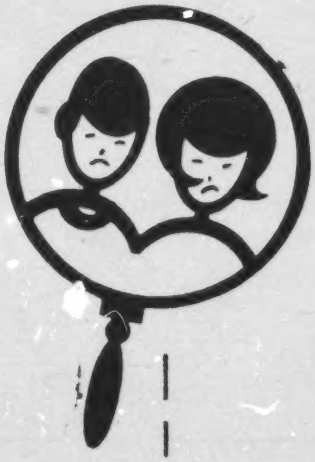
TAKE A G-O-O-D LOOK AT YOURSELF

Appearance

Before you open your mouth to speak, your appearance has spoken for you. Would you like to be your friend? Would you speak if you were a stranger? Would you hire yourself if you were an employer? Most of all do you really like the way you look?

Few people are prefectly happy with the shapes of their mouth, chins, noses, and faces. This is a natural feeling, because those physical characteristics were inherited from your parents. There is very little you can do about those things. Besides, growing up is learning to accept things that can't be changed and changing those that can be changed. The following is a trail you might like to take to improve yourself and get to a happier you.

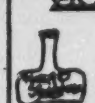
SAD YOU



TRAIL TO A HAPPIER

YOUR CLEANLINESS

GOOD GROOMING



MAKE UP

BRUSH

COLOGNE

OTHER GOOD HEALTH HABITS

1. SLEEPING 3. FOOD
2. EXERCISE

Your Cleanliness

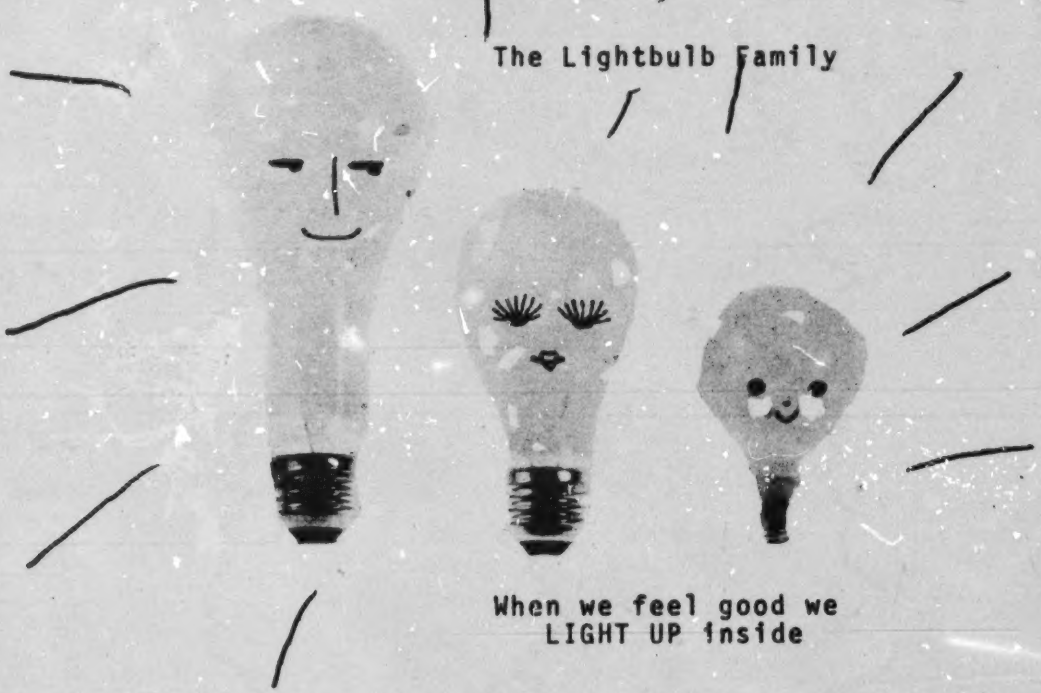
This is the most important stop along your trail to improving your personal appearance. If your body, face, teeth or clothes are not clean and don't smell fresh you will be offensive and people won't like to be near you. Is keeping your face and teeth clean, taking a daily bath and using deodorant really a lot to do to be nice to be near?

There is nothing more important than a good scrubbing with soap and water at least once a day.

MY PERSONAL HABITS				
	NEVER	SOMETIMES	USUALLY	ALWAYS
1. I take a bath or shower several times a week.				
2. I scrub with soap and water at least once a day.				
3. I wash my face every morning.				
4. I give special attention to cleanliness by using a deodorant daily.				
5. I brush my teeth in the mornings and after meals.				
6. I use a mouthwash.				
7. I keep my hands away from my face and avoid squeezing or picking at pimples.				
8. I keep my fingernails clean				

Other Good Health Habits

The Lightbulb Family



When we feel good we
LIGHT UP inside

Your health tells how you feel inside. If you feel good (just like the Lightbulb Family) you light up. You radiate with an inner glow that shows straight thru to the outside where everyone can see. Good health is something that can't be taken for granted. It must be worked at and taken care of daily to keep that glow and your body going so that you can <u>start planning ahead now</u> to become the person you would like to be.

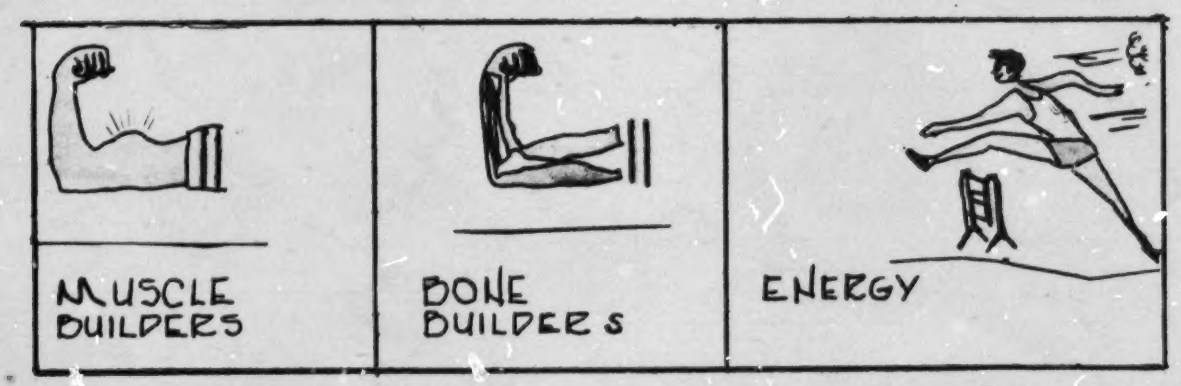
Get Enough Sleep

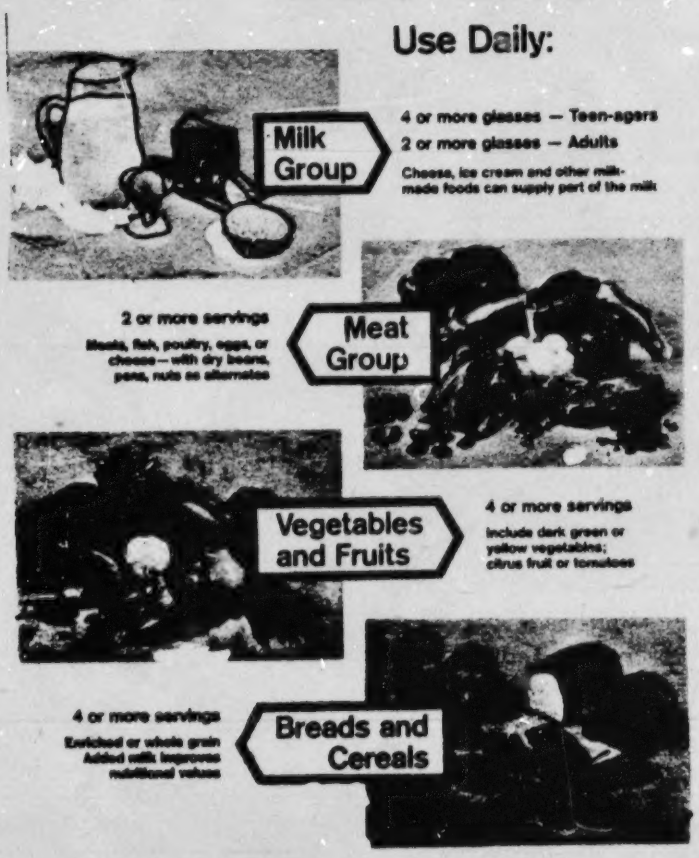
By the time you reach adulthood, only you know how much sleep you will need to feel rested, but now your parents feel responsible to see to your being well rested. Eight hours of sleep is recommended because while you sleep, your muscles, nerve tissues, and all your body organs are resting. During the day you are running down your battery and with the proper sleep you recharge your batteries for the next day's activities. So get enough sleep tonight and every night.

Plan for Exercise

Exercise is an important part of your appearance. It keeps muscles toned and from becoming soft and flabby. It also plays a part in good posture, circulation, digestion of food, and elimination of body wastes. Exercise comes in many forms: active sports, running, walking, bike riding, the simple 1,2,3 exercises on the floor, or many others. Exercise can be fun. It keeps you fit so that you can <u>start planning ahead now</u> to become the person you would like to be.

Food is like sleep. You can't live very long without it. If you don't eat the right kinds of food in the proper amounts, you will soon begin to see the results. Food helps provide:




Use Daily:
Milk Group
4 or more glasses — Teen-agers
2 or more glasses — Adults
Cheese, ice cream and other milk-made foods can supply part of the milk
2 or more servings
Meat Group
Vegetables and Fruits
4 or more servings
Include dark green or yellow vegetables; citrus fruit or tomatoes
4 or more servings
Breads and Cereals

Food also helps you fight illness and disease, so that you can grow into a strong healthy adult.

FOOD IS GOOD FOR YOU

13

EAT THE RIGHT FOODS

Assignment

1. Write out the foods you ate and drank yesterday.
2. Make up a well balanced menu and indicate the number of servings eaten. For example:

My Food Record for Tuesday

	Food Groups(number of servings eaten)				
	Milk and Milk Products	Fruits and Vegetable	Meats and Meat Substt.	Cereals Breads	
Breakfast Menu Orange Juice 1 egg 1 piece toast 1 slice bacon 1 glass milk	1	1	1 1	1	
Lunch Menu Vegetable Soup Ham Sandwich 1 glass milk 1 apple	1	1	1 1	2	
Dinner Menu Pork Chops Turnip Green Candied Sweet Potatoes Corn Bread 1 glass tea ice cream	1	1 1	1	1	
Snacks Cookies Milk	1			1	
Total intake	4 servings	4 servings	5 servings	5 servings	

In comparison to what the minimal daily requirements are (on the Guide to Good Eating) how does this person rate? Complete the following two exactly like the one above. How do you rate?

MY FOOD RECORD

Food I ate today	Food Groups (indicate number of servings eaten)			
	Milk and Milk Products	Fruits and Vegetables	Meat and meat Subst.	Cereal Bread
Breakfast Menu				
Lunch Menu				
Dinner Menu				
Snacks				

GOOD GROOMING

Next to cleanliness comes good grooming. To be well groomed means to look like you respect yourself and want the respect of others. If you can answer yes to the questions below then you are probably well groomed.

1. Are you always appropriately dressed?
2. Do you keep your shoes shined and repaired?
3. Do you change your socks and underwear several times a week?
4. Is your hair always neat and clean?
5. Is your make-up natural looking and neat?
6. Do you maintain good posture by standing straight and sitting tall?

ARE YOU WELL GROOMED?

DO YOU PAY ATTENTION TO SMALL DETAILS?

DOES YOUR POSTURE LOOK LIKE THIS?

THIS WON'T 'SELL'

THIS WILL 'SELL'

WHICH ARE YOU

Remember, no matter how attractive your clothes or how well groomed you are, you will not be attractive to others without:

A Pleasing Smile

A Healthy Look

clear skin

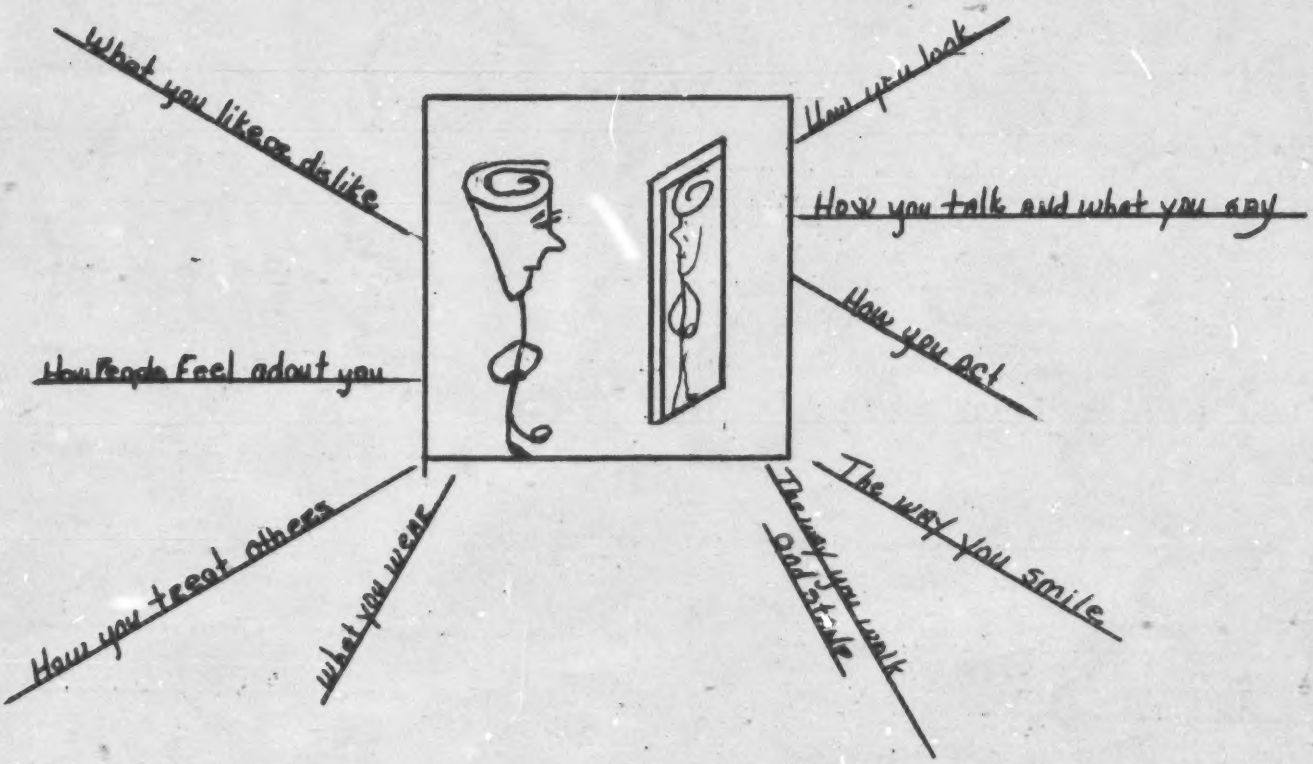
good eyesight

An Interest In Others

MY GROOMING HABITS				
	NEVER	SOMETIMES	USUALLY	ALWAYS
1. I keep my hair neat and clean.				
2. I keep my clothes neat and clean.				
3. I am appropriately dressed (wearing the right clothes at the right time)				
4. I keep my nails neat and clean.				
5. My shoes are shined and in good condition.				
6. I keep my weight under control and watch my diet.				
7. My make-up looks natural and not overdone.				
8. I have a general healthy look.				
9. I have a radiant smile and clear eyes.				
10. I take an interest in the welfare of others.				

PERSONALITY AND BEHAVIOR

Your personality is you---all sides of you.


What you like or dislike
How you look
How you talk and what you say
How you act
How People Feel about you
How you treat others
what you wear
The way you smile
The way you walk
and stride

Your personality makes you what you are and makes you different or unique from everyone else in the world. Your self-concept plays an important part in molding your personality. Your self-concept is what you think of yourself--are you neat or sloppy, or you friendly or unfriendly, are you honest or do you cheat. You act the way you feel. If you feel you're a nice person, you will be a nice person.

You were not born with the personality you have today. You have developed it through all the experiences you have had up to this time. Therefore, you can change your personality by changing your experiences. Your personality can be a good one if you choose the right experiences to strengthen and improve it.

Start planning now to improve your personality, it will surely help you in getting along better with others at school and on a job later.

Do let your behavior show that you feel good about yourself; that you have a good concept; and that you like yourself very much.

PERSONALITY RATING

ASSIGNMENT: Rate your personality. The purpose of this test is to help you determine your own strengths and weaknesses so that you can begin working to improve your personality.

Read each statement, think about it, then check one of the headings at the right.

The more checks falling under "Always or "Usually" the better you score. Then begin to work to change your bad points.

	NEVER	SOMETIMES	USUALLY	ALWAYS
1. I try to get recognition in ways that are approved at home and school.				
2. I feel comfortable with people and enjoy their company.				
3. I feel that people are friendly to and like me.				
4. Others seem to be happy to include me in their groups.				
5. I try to help others.				
6. I say good things or nothing about other people.				
7. I feel I am honest.				
8. I try to improve my personality by doing new things daily.				

Which Is The Real You?

Each individual wants to have a self image or to know who he is. He wants to be able to answer the question — "Who am I?"

The next page will help you to answer this question. The first column on appearance has been filled in to help you begin.

You should consider each category (working from bottom to top) from the point of view of what you feel your father thinks you are, what you think your friends think you are, etc.

Getting to know yourself will help you to start planning ahead now to become the person you would like to be.

WHICH IS THE REAL ME?

IDENTITY IDENTITY IDENTITY

	DRESS	BEHAVIOR	PERSONALITY
I FEEL I AM . . .	FOR EXAMPLE SELF IMAGE	SELF IMAGE	SELF IMAGE	SELF IMAGE
MY FRIENDS THINK I AM . . .				
MY MOTHER THINKS I AM . . .				
MY FATHER THINKS I AM . . .				

From Penney's Forum Spring/Summer 1969

INTERESTS AND HOBBIES

Take a G-O-O-D look at your spare time. How do you spend it? Do you waste it just day dreaming or do you have a hobby? Hobbies are fun. They are activities in which you are interested and participate in during your spare time.

Hobbies are good for many reasons: (1) Many friendships are developed through hobbies. (2) Family life is made happier by sharing hobbies. (3) Careers are often chosen by your hobbies.

It is not always easy to decide upon what work to do to make a living. Your hobby now may help you to choose the kind of work you would or would not like to do later. For example, by tinkering around with old cars, a boy might decide he wants to be a mechanic; by making clothes, a girl might decide she wants to be a seamstress. It works in the opposite way too: that boy may decide he doesn't want to become a mechanic and the girl may decide she doesn't want to become a seamstress.

Hobbies can be almost anything from participating in sports, building kites, or designing and making clothes to

collecting old stamps, coins, painting or hiking. As long as it interests you and you enjoy doing it, it can be your hobby. It can help you to start planning ahead now to become the person you would like to be.

INTERESTS AND HOBBIES

Assignment: Rate yourself

1. Make a list in the left column on the next page listing all the activities you like to do in your spare time.

2. Classify your interests by writing a 1 on the right side of your paper under the appropriate heading.

3. Decide which category you fall into by talleying the number of interests you have under each heading. For example:

My Hobby Sheet

Things I like to do	Creative	Sports	Collecting	Group Work	Educational
Sew	1				1
Read	1				1
Paint					1
Knit	1				
Decorate	1				1
Swimming		1			

Total= Creative-4
Collecting-0
Educational-4

Sports-1
Group Work-0

How does this person rate? This person enjoys more creative and educational type hobbies. Which do you enjoy most? Turn to the next page and see.

My Hobby Sheet

Things I like to do	Creative	Sports	Collecting	Group Work	Educational

TOTAL

How do you rate?

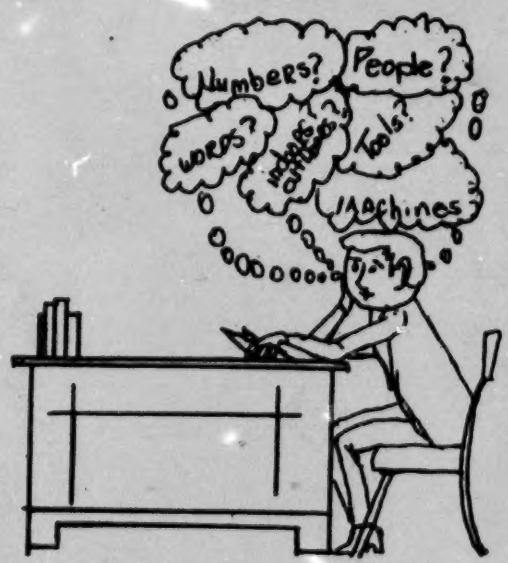
CHOOSING YOUR CAREER

What Are My Interests?

It's not too early to ask yourself this question. You don't have to come up with a final answer right now but it's a good idea to start planning ahead now for your career.

Some authorities say that there are more than 30,000 different jobs to choose from when considering a career. Your abilities, interests, skills and ambitions will help you to choose the one career that's for you.

What are your interests now? A checklist is one way to help you decide which work area or areas hold the most interest for you at the present time.



Assignment

Complete the checklist on the next page. Then check the broad classification in which your interest falls. Write this in the blank space below.

See chart on opposite page

Each group represents an *interest area*. If you have checked a job in **Group A,** it probably would indicate that you have an interest in mechanical things—that you like to work with your hands and use tools and machinery.

Group B might indicate an interest in numerical work—a liking for figures and mathematical calculations.

Group C represents a few jobs which could be classified as "technical," and usually reflects an interest in work of a scientific or engineering nature.

Group D jobs show a preference for working with people—the selling or promotional occupations.

Group E jobs are clerical in nature—indicating an interest in office work and business procedures.

Group F indicates artistic interests—a liking for interpretive activities. Dramatic and literary jobs could also be listed in this group.

WHAT ARE MY INTERESTS?

If you had to select one or more of the following jobs which do you think would be most interesting? Check as many as you find of interest to you---numbering them in the order of your preference.

Group A	Group B	Group C
☐ Auto Mechanic	☐ Bookkeeper	☐ Laboratory Technician
☐ Handy Man in a "Fix It Shop"	☐ Bank Teller	☐ Analytical Chemist
☐ Shop Apprentice	☐ Timekeeper	☐ Draftsman

Group D	Group E	Group F
☐ Automobile Salesman	☐ Stenographer	☐ Musician
☐ Sales Clerk	☐ File Clerk	☐ Commercial Artist
☐ Household Appliance Demonstrator	☐ Comptometer Operator	☐ Clay or Wood Modeler

From Can I Get the Job? General Motors

My Health-How Good Is It?

Personal Qualities Needed for A Job

Being intelligent enough to do a good job and being interested in it is not enough. You must be physically and mentally able to do it. Different careers require different strengths-walking, running, standing enduring heat or cold, good eyesight, keen hearing, or even just standing for long periods of time. Some careers require steady nerves or the ability to remain calm in emergencies. All jobs require some amount of physical and mental health, and you must have these to succeed.

You may judge your physical health by the number of days you have been absent from school for illness. Another way is to think of how you felt in your gym class, or when you played for a long period of time. If you have a deformity or other physical conditions such as loss of hearing, or a skin disease you should consider how this would effect your career choice.

For job success, you need good mental health. Some signs of good mental health are self confidence, the ability to give and take in working with others, the ability to take criticism as well as praise. You must be able to face problems, and make decisions.

In school and in outside school activities, you have many opportunities to observe your behavior when you can't have your own way. How did you act or feel when someone fouled you in a game or called you a bad name? What was your response when your teacher criticized your essay? Do you compliment your best friend when she wears a pretty dress? If you always want things to go your way, if you are eaten up with jealousy, can't stand to be criticized, start changing this now. For future career success you need good mental health.

Some Job Requirements

Fill in the blanks.

____1. Name two jobs where very good eyesight is needed.

a._____ b._____

___11. Name two jobs where good hearing is needed.

a._____ b._____

__111. Name two jobs where strong legs are needed.

a._____ b._____

___1V. Name two jobs which require a very good physical body because of strain or exposure.

a._____ b._____

___ V. Name a job where you need a good memory.

_____

___V1. Name a job where you need very good judgement.

_____

___V11. Name a job where you must think and act quickly.

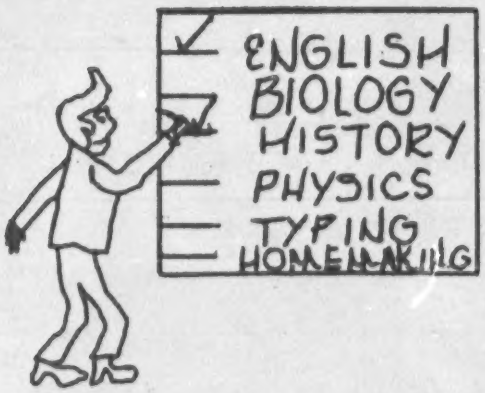
_____

__V111. Name a job where you need a college education.

_____

What Are My Abilities?

Grades Are A Fair Indicator of Ability



You've heard people say -- "He's a bright boy." "She has a high IQ." "That was an intelligenct thing to do." Bright, high IQ and intelligent are different ways of saying that a person has high abilities.

If you have never been called bright or complimented for acting intelligently, it doesn't mean that you have no ability. Maybe you haven't had a chance to develop your abilities. If you have lived in a home where there are few books or magazines, if you have had no opportunity for family discussions of current topics, your intelligence has been underfed. Intelligence is like a muscle it has to be used to be strong. It is also like your body, it needs to be fed to perform well.

There are many ways to determine your special aptitudes or abilities. If you've always done your very best in school, your grades are a fair indicator of your abilities. The tests you take at school will measure your abilities only if you've

had a chance to learn about the things that are on the test. One of the best ways to determine your ability to do a good job is to actually do that job.

If you feel that you haven't had a chance to "feed" and really develop your intelligence, start a plan now to develop your abilities to the fullest. Review the instructions on how to study. When you have done your very best in every course, then you can determine the courses in which you have special aptitudes. Set a schedule of reading for yourself, watch educational programs on T.V. To get some on-the-job experience, do volunteer work in your community. When you are old enough obtain part-time work. Self improvement can be fun and it also helps your intelligence to catch-up. When the time comes, you will be able to compete for a higher level and a better paying job.

Assignment:

The qualifications for jobs vary. On the next page some physical and mental qualities are stated; write in the blanks jobs or occupations in which these qualities are needed for job success.

How Well Do I Communicate?

Success on the job, in many instances, will depend on how well you communicate with others. At home and with friends many people tend to use a dialect, but in the world of work you will be expected to use standard English. If the sentences below are correct to you, you do not use Standard English.

ASSIGNMENT:
Rewrite each sentence correctly. Practice saying them aloud. This will get you started to improving your ability to communicate.

1. I ain't going
   Corrected:

2. She don't have none.
   Corrected:

3. They done gone.
   Corrected:

4. Give me them pencils.
   Corrected:

5. I says nothing to him.
   Corrected:

6. She got three egg.
   Corrected:

7. Mary, she took my book
   Corrected:

9. She gone.
   Corrected:

10. The dog was laying outside.
    Corrected:

11. We do our work good.
    Corrected:

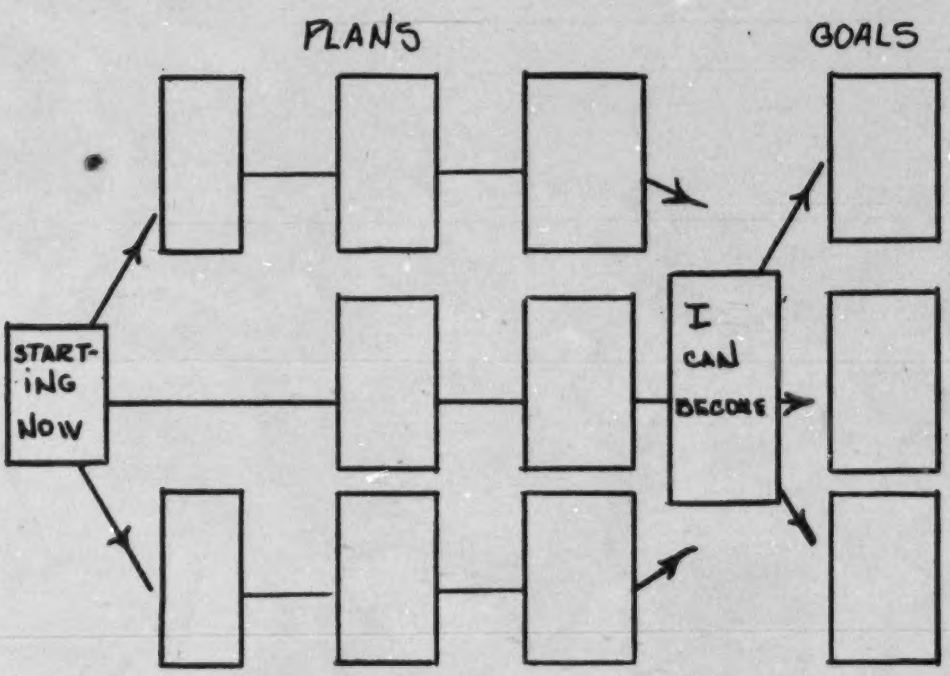
12. John been absent all week.
    Corrected:

13. They brung a present.
    Corrected:

14. He very sick.
    Corrected:

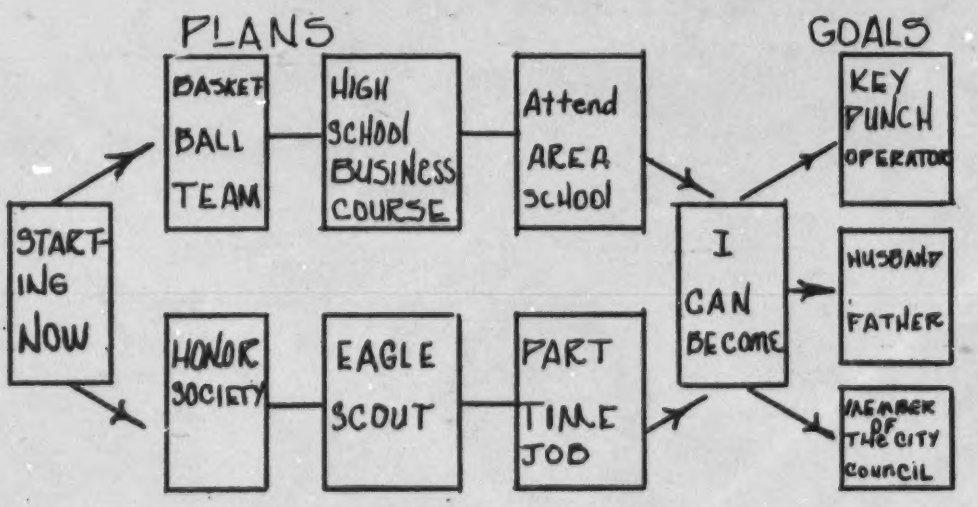
15. Jean don't like it.
    Corrected:

STARTING PLANNING AHEAD NOW



The above diagram will help you to select some tentative goals and choose plans that will help you achieve these goals. Your goals and plans may change from time to time, but always be sure to have a goal.

An example of how this might be done:



On the next pages, you will find some information on filling out application blanks. It will be several years before you will be applying for a job and have to fill out a real application blank, but this is so important that you should start now becoming familiar with the terms used and rules for filling out application forms.

Some people feel that application forms are long and dull. But always remember that in many instances your application is the first impression an employer will get of you, so be sure that it is neat and accurate.

Assignment:

Study the words and phrases and the next pages. Then fill out the application form that follows.

WORDS AND PHRASES TO KNOW

There are lots of words and phrases on an application blank. Many may be new to you. Here's what they mean:

1. NAME:

   Last First Middle

   Your last name is sometimes called "surname" and is your family name-like Smith, Brown, Morton. Your first name is the name you were given by your parents-like Mary or Joe. Your middle name is exactly that, the one in the middle-like Mary Frances Smith.

2. PERMANENT ADDRESS:

   The place where you usually live.

3. PREVIOUS ADDRESS:

   The last place you lived before you moved to your present address.

4. MARITAL STATUS:

   Are you married? Single? Divorced? Widowed? Separated? These are sometimes listed only with initials, like this: S M W D Sep. In this case, you put a circle around the correct one.

5. NOTIFY IN CASE OF EMERGENCY or NEXT OF KIN:

   Name, address, and telephone number of someone your employer can call in case you get hurt or sick on the job. This is usually your husband, wife, or parent(s).

6. SPOUSE'S NAME:

   Your spouse is your husband or wife.

7. NUMBER OF DEPENDENTS:

   This question means how many other people depend on you to pay for their support.

8. DISABILITIES or PHYSICAL DEFECTS:

   Any handicap or physical problem which might make it hard for you to do certain kinds of work, such as "trick knee" or bad back."

9. CITIZENSHIP STATUS:

U. S. citizen?
Resident alien? (from a foreign country but living here permanently) Non-resident alien? (from a foreign country but not yet living here permanently).

10. DATE NATURALIZED and NATURALIZATION NUMBER:

The date you became a U. S. citizen if you were not born here, and the citizenship number you got when you became a citizen.

11. DRAFT CLASSIFICATION:

If you are over 18, whether you have been in service or not, you should have a classification number and a draft card.

12. EDUCATION:

All the schools you have gone to from elementary (grade school) on. You should know the years you went to each school.

13. SUBJECT or COURSE:

The general kind of classes you took at each school.

14. EXTRACURRICULAR ACTIVITIES:

Things you took part in outside of classes at school.

15. GRADUATED:

If you graduated, give the date.

16. SPECIAL SKILLS:

This means something you are good at. For example, typing, office machines, writing, driving a truck, speaking some foreign language, operating special equipment.

17. HOBBIES:

Things you like to do in your spare time: Pool, sports, dancing, guitar.

18. HAVE YOU EVER BEEN ARRESTED?

There are two important words to know:

18. Continued

1. Acquitted: Tried and found not guilty.
2. Convicted: Tried and found guilty.

19. HAVE YOU EVER BEEN BONDED?

Many employers ask you to be bonded, particularly if you are going to handle money. This means that the bonding company gives insurance, in a way, that you are honest. If you have been bonded in the past, it is in your favor. If you were not considered honest, the bonding company would not have taken a chance on you.

20. PERSONAL REFERENCES:

If you looked up and wrote down the names, addresses, and telephone numbers of three people who know you and will speak well of you, now you compy these on the application blank. This saves time. You don't have to look up these names over and over again in the telephone book.

21. EMPLOYMENT RECORD:

All the jobs you have had. Be sure to put down part-time jobs. Get this list together and write it down ahead of time at home. Then, just copy it on the application form. You list your last job first, then work backwards from that. For each job, you will probably be asked to give some of the following information:

1. From - To: Dates employed.
2. Kind of Business: What kind of company you worked for.
3. Job Title: Name of the job you had.
4. Duties: Usually there is not enough space to list your duties on your last job. Just put down what you did, and keep it as short as possible.
5. Salary, Start - End: What you earned when you began the job and what you were earning when you left the job.
6. Reason for leaving: This is very important. Sometimes reasons are long and complicated, so try to find a few words that sum up the situation, such as "resigned," "laid off," "temporary job," or "family situation." If you were fired you can say "asked to leave" and then give a short reason. You can also say "left with the agreement of the employer" if that was the case.

22. COMPENSATION CLAIM:

Did you ever get money for an injury you got on the job?

23 GIVE DETAILS or GIVE PARTICULARS:

Tell what happened, where, when, why, and how.

24. POSITION DESIRED:

Type of work you are applying for.

25. SALARY DESIRED:

What you want to earn by the hour, by the week, by the month. If you don't know what the job pays, it is best to put down "Current rate, or "Going rate"

26. SOURCE OF REFERRAL:

Who or what gave you the idea to apply for a job at this place?

27. WHOM DO YOU KNOW IN OUR EMPLOY?

Do you know anyone else working in this company?

SAMPLE APPLICATION BLANK

Print all information clearly

APPLICATION FOR EMPLOYMENT

Date: _____

Name: _____ Phone No.: _____
Last First Middle Maiden

Address: _____
Number Street City State Zip

How long at this address? _____ Previous Address: _____

Sex: ____ Marital Status: _____ No. of Dependents: _____ Spouse's Name: _____

Date of Birth: _____ Height: _____ Weight: _____ Draft Status: _____

Social Security No.: _____ Source of Referral: _____

Have you any disabilities? If so, specify: _____

Have you ever made a compensation claim? _____ Specify: _____

Notify in case of emergency: _____
Name Address Phone Number

Position Desired: _____

Salary Desired: _____

EDUCATION:

NAME OF SCHOOL	*DATES ATTENDED*	*AVERAGE*	*GRADUATED*	*COURSE*
Elementary				
High				
College				
Other				

List any extra-curricular activities: _____

EMPLOYMENT: List previous record (begin with current or most recent

FROM – TO	*EMPLOYER*	*KIND OF BUSINESS*	*DUTIES*	*SALARY, START-END*	*REASON FOR LEAVING*

PERSONAL REFERENCES:

NAME	*ADDRESS*	*PHONE NO.*	*OCCUPATION*	*YEARS KNOWN*
1.				
2.				
3.				

General Information:

Have you ever been arrested?_____ If so, indicate date, offense, place: _____

_____

Were you acquitted?_____ Convicted?_____

Have you ever been bonded?_____ Ever been refused bond?_____

List any special skills, hobbies, interests:_____

_____

MILITARY RECORD:

Branch of Service	*Date of Induction-Separation*	*Rank or Rate*	*Service No.*	*Reserve Status*
Type of work done in Service		*Type of discharge*		

Do you have any service-connected disability?_____ If yes, specify: _____

_____

List names of people you know employed here:

Acquaintances _____ Relatives _____

_____ _____

_____ _____

I certify that the information in this application is correct and complete to the best of my knowledge and belief. I realize that misrepresentation of facts on this application will be sufficient to cause rejection of this application or dismissal after employment.

Signature_____

Social Security

When you obtain your first job you will be required to have a Social Security Number. This will be the most important number in your life. Other numbers such as age, address, etc. may change, but your Social Security Number will always remain the same and only you will have that specific number.

Social Security is a type of insurance. It will provide an income when you are unemployed. This is called unemployment compensation. When you are ready to retire (62 or 65 years old) you will receive an income from Social Security. If you don't live to reach retirement age, your survivors such as your children or spouse will receive an income.

These bene.its are made possible by a tax that is taken from a worker's salary and matched by the employer. Start Planning Ahead Now by obtaining your Social Security Number.

ASSIGNMENT:

Practice filling in the copies of application for Social Security Number forms that are on the next page. When you have filled them out correctly, ask your school counselor for a form that you can fill out and send to the Social Security Administration Office to receive your Social Security Number.

Application for Social Security Number

APPLICATION FOR SOCIAL SECURITY NUMBER
(Or Replacement of Lost Card)
Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

See instructions on Back. **Print in Black or Dark Blue Ink or Use Typewriter.**

1. Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial—If none, draw line—) (Last Name)
2. Print FULL NAME GIVEN YOU AT BIRTH
3. PLACE OF BIRTH (City) (County if known) (State)
4. MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)
5. FATHER'S FULL NAME (Regardless of whether living or dead)
6. YOUR DATE OF BIRTH (Month) (Day) (Year)
7. YOUR PRESENT AGE (Age on last birthday)
8. YOUR SEX MALE ☐ FEMALE ☐
9. YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐
10. HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ (If "Yes" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)
11. YOUR MAILING ADDRESS (Number and street) (City) (State) (ZIP Code)
12. TODAY'S DATE
13. Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
Form SS-5 (12-64)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION DISTRICT OFFICE
HAVE YOU COMPLETED ALL 13 ITEMS?

APPLICATION FOR SOCIAL SECURITY NUMBER
(Or Replacement of Lost Card)
Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

See instructions on Back. **Print in Black or Dark Blue Ink or Use Typewriter.**

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9. YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐
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TREASURY DEPARTMENT Internal Revenue Service
Form SS-5 (12-64)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION DISTRICT OFFICE
HAVE YOU COMPLETED ALL 13 ITEMS?

Practice until you can make out one that is correct.
Then hand it to your teacher.

48

My Job Study

Choose a job you think you would like to do.
Fill out this blank about the job.

Job Name _____

I. Qualifications For The Job.

Age _____
Health _____
Appearance _____
Personality Qualities Needed _____
_____

Education
Reading _____
Arithmetic _____

Legal Papers Needed
Work Permit _____
Birth Certificate _____
Social Security Card _____
Health Certificate _____

Previous Experience _____
_____
_____

II. Duties

_____
_____

III. Advantages of the Job

_____
_____
_____

Disadvantages of the Job

_____
_____
_____

IV. Where can I get more training for this job?

_____

_____
Signature

THE INTERVIEW

The face to face job interview is the reason it is very important to look right, act right, and talk right. Here are some things you might be asked in the job interview:

1. Why do you want to work for our company?
2. What makes you think you can do the job for us?
3. Is there anything you'd like to know about us (our company or the job)?
4. What do you know about our company?
5. How far do you think this job can take you?

Think about these questions. You should have answers ready for all of them. Many of the things you've written on your application blank may come up during this interview also.

When you meet the person who will interview you, shake hands firmly and say, "How do you do, Mr......" Speak slowly. Look him in the eye. Sit down when he asks you to, but not before. Don't smoke. Answer his questions as simply and fairly as you can. If you think you need to explain one of your answers, do so.

Usually, the interviewer gets around to the subject of wages. Try to get him to tell you how much the job pays before you tell him how much you think it should pay, or how much you want. Don't think only about how much

money you'll get in your paycheck. Ask about fringe benefits, and about the chance to get ahead on the job.

OTHER WORDS TO KNOW

Guidance Counselor:	A person who has special training to help people find out about themselves. He may ask questions and give many kinds of tests. He also helps people choose the right kind of job.
Follow-Up:	Actually checking out a job lead-applying for a job after you find out there is a job opening.
Fringe Benefits:	Extra things, like insurance, sick leave, hospital insurance, and paid vacations, that a worker gets on a job besides his paycheck.
Automation: (auto-may-shun)	The use of pushbutton machines that can do many, many everyday jobs.
Apprenticeship: (a-pren-tiss-ship)	This is one way to learn a skill on the job. He learns by working on the job with people who are experts at that trade. Before he starts, the beginner contracts, or promises to work for a certain length of time for the company that is training him. While he is learning his trade, he will also be paid. As he gets better at it, he will get paid more.
Equal Opportunity Employer:	One who has publicly promised to keep civil rights laws and to offer jobs to anyone who is qualified for them, no matter what the person's race, color, religion, or sex.
Provisional period:	The first few weeks or months on a new job when an employer is trying out a new worker.
Credit Union:	An organization of employees within a company that operates like a private bank. It can make loans at low interest rates.
Garnishee:	A person or company to whom you owe money can go to court and have your paycheck held up. Some companies fire employees whose wages are garnisheed.

Where To Go----

Sources of Job Leads

Go to your local State Employment Office for facts about job opportunities in your community.

Go to your relatives, friends, and neighbors for information about possible jobs in the field you have decided upon.

Go to your school counselor.

Go to the "want ads" in the newspapers and trade journals.

Go to your union or your professional association for help.

Go to the classified telepho[illegible] industrial directories for the names of firms hirin[illegible]kers in your field. Get in touch with them.

Go to nonprofit employment agencies, such as the "Y's", Urban League, or Youth Employment Service.